



CITY DEPARTMENT APPROVAL FORM

In order to obtain a business license in the City of Monterey Park, the applicant must complete the Agency Approval Processing Form and acquire approvals from the Planning, Fire Prevention and Building and Safety Divisions. This step-by-step guide is created to assist the applicant with the application process. Follow the steps in sequence.

STEP 1 – PLANNING

Obtain a Agency Approval Processing Form from the Planning counter. Complete the top portion of the Agency Approval Processing Form. All the required information must be filled in. **Do not misplace or lose the Agency Approval Processing Form it serves as proof of payment of fees and securing of the required approvals from city departments.** It is the responsibility of the applicant to ensure that Agency Approval Processing Form is hand-carried through all the steps.

STEP 2 – BUILDING

Take the Form to the Building and Safety counter. The Building Division will determine whether an inspection is required based on the previous and the new use of the building. The fee for the inspection will be noted on the Form.

Tenant Key Plan

If the building is occupied by multiple tenants, the property owner must submit a current **Tenant Key Plan** to the Building and Safety Division. A tenant key plan is a floor plan that shows all of the tenant spaces, including partition walls and doors. The floor plan must show the suite numbers and the square footage of each tenant space.

STEP 3 – FIRE

Obtain a Fire Inspection form from the Fire Prevention Division. Pay the Fire inspection fee and schedule an inspection date and time. The Fire Prevention Inspector will sign the Agency Approval Processing Form after the inspection.

STEP 4 – HEALTH DEPARTMENT

Some businesses may require Los Angeles County Health Department approval (e.g., restaurants, food handling businesses, etc.). Contact the Health Department at (626) 813-3346 in the City of West Covina. Businesses not requiring Health Department approval can skip to Step 5.

STEP 5 –LICENSING

Once the applicant secures approval from Planning, Fire, Building and Safety, and Health (if applicable), the applicant can proceed to the Business Licensing counter and submit the completed Agency Approval Processing Form containing all the approvals. Obtain a Business License Application and pay for the application fee. In order to complete the Business Licensing application, the following information may be required:

- Business owner's social security number
- Business Federal I.D. number
- Driver's License
- State I.D. number (for employees)
- Resale number (State Board of Equalization number)
- All owners names, titles, addresses, and telephone numbers
- Total number of employees (both full and part-time)
- Total number of professionals (as outlined in the code) with documentation showing area of expertise, such as State License, Diploma or Certification Certificate
- Restaurants – County Health Certificate

AGENCY APPROVAL PROCESSING

